



## **Police Officer**

PD/10

Police Department

Starting at \$51,075.37

### **JOB SUMMARY**

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property. An incumbent in this position may be designated "Police Officer 1<sup>st</sup> Class."

### **MAJOR DUTIES**

- Patrols the town to detect and deter criminal activity and traffic violations.
- Responds to calls for service, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Assists motorists.
- Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
- Testifies in judicial proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Performs the duties of a School Resource Officer as assigned; provides security for regular school activities and for special events and programs; advises students, staff, faculty, and parents; investigates criminal activity; prepares and delivers presentations to students, faculty, staff, and parent; responds to calls for service.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, town ordinances, and department policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the town.
- Knowledge of the court system and judicial procedures.
- Skill in the use of a computer.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Police Sergeant assigns work in terms of general instructions. Work is reviewed for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include state and federal laws, traffic laws, the town code, training manuals, and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.
- The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

## CONTACTS

- Contacts are typically with co-workers, other town employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.

- Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, running, bending, crouching or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity, distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.
- The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, infectious diseases, and life-threatening situations. The work requires the use of specialized law enforcement equipment.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Or any equivalent combination of education and experience which provides required knowledge, skills, and abilities.

- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the South Carolina Criminal Justice Academy.

#### BENEFITS OVERVIEW

The Town of Fort Mill offers an attractive benefit package to full-time employees that includes the following:

- Health Insurance BlueChoice PPO: Free for employee
- Principal Dental: Free for employee
- The Town pays towards the premium of other levels of family health and dental coverage
- Flexible Spending Accounts: The Town of Fort Mill offers flexible spending accounts (FSA)/ FSA's allow employees to pay for out-of-pocket health and dependent daycare expenses with pre-tax dollars. This means that before federal, state, and Social Security taxes are calculated and deducted from pay, the FSA funds are taken to reduce the employees' gross pay, thereby lowering the taxable income.

- Group life insurance policy: \$25,000 life insurance policy is provided to all full-time employees
- Supplemental policies offered: Vision, Short-Term, and Long-Term Disability, Term Life and Whole Life Insurance, Accident and Cancer policies
- The town contributes to the South Carolina Retirement System and Police Officer Retirement System. Retirement Benefits can be seen at <https://www.peba.sc.gov/>
- The Town contributes \$10 per pay period toward a 401k pre-taxed account through South Carolina PEBA Deferred Compensation. The package also offers 401k Roth, 457 pre-taxed and 457 Roth investment opportunities.
- Employees accrue 6.67 hours per month vacation time and 8 hours per month sick time
- Employees can earn up to 8 hours per fiscal year for wellness attended events
- 12 Paid Holidays (9 Federal and 3 Floating): New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day. Recognized holidays that fall on a Saturday will be observed on the preceding Friday and holidays that fall on a Sunday will be observed on the following Monday. Floating holidays can be taken any day during the fiscal year (Oct 1 – Sept 30) with the approval of your supervisor.
- Employee Assistance Program (EAP) is here to help when personal concerns become overwhelming and affect an employee's happiness, family relations, performance at work, and even health. The EAP offers counseling, education, and referral. The program provides free, professional counseling services that are strictly confidential. Employees and each household member receive 6 free counseling services and 6 free life management services.
- **HEALTH AND WELLNESS**
- Biometric Screening and Health Fair: Each year the Town provides a health fair to educate employees on their benefits and other health related topics. Biometric screenings are provided to each employee with a bloodwork data that can be shared with their primary care physician at no cost to the employee.
- Wellness Points: Employees can earn wellness points for time off during each year by attending lunch and learns, getting preventative care (physicals, dental cleanings, etc.) challenges, blood drives, flu shots and any other event that will benefit our employees' health and/or safety.